

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



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AIR FORCE SPACE COMMAND

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AIRFIELD MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The OPR for this supplement is HQ AFSPC/DOSH (SMSgt Todd R. Tompkins). This supplement implements and extends the guidance of Air Force Instruction (AFI) 13-213, ***Airfield Management***. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplement material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to Air Force Space Command (AFSPC) subordinate units with a military base operations. It directs management of AFSPC airfield management and base operations functions, personnel and facilities. It does not apply to Air National Guard nor Air Force Reserve Command units. The reporting requirement in this directive is exempt from report control symbol (RCS) licensing in accordance with AFI 37-124, ***The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections***. Upon receipt of this integrated supplement discard the Air Force basic publication.

SUMMARY OF REVISIONS

This revision aligns this supplement with AFI13-213. It changes Thule AB operating hours and HQ AFSPC Airfield and Aviation Operation division office symbol. It adds waiver requirements for agencies other than base operations to activate secondary crash phone, day/night orientation/training exemption for Thule AB and delineates AOF/CC responsibilities for Peterson AFB. It deletes training review board agenda requirements for Peterson AFB.

1.2. Send waiver requests through appropriate channels to the HQ AFSPC OPR for Airfield Management.

1.3.2.3. Base Operations operating hours are based on the average of two additional hours for opening and closing procedures. These hours are only for manpower equation purposes:

1.3.2.3.1. (Added) Peterson AFB: 0500-2300L, daily. Closed Holidays.

1.3.2.3.2. (Added) Patrick AFB: 0600-2359L, daily.

1.3.2.3.3. (Added) Vandenberg AFB: 0700-1800L, Mon-Fri. Closed weekends and holidays.

1.3.2.3.4. (Added) Thule AB: 0800-1600L, Mon-Tues, Thu-Fri; 0730-1600L. Closed weekends and Holidays.

1.3.2.7. Units will forward requirements for the military airfield manager course in June of each year through appropriate channels to the OPR for Airfield Management. Grade requirements may be waived to a 7-level SSgt for personnel who will assume the position of airfield manager. Submit waiver requests with full justification through appropriate channels to the HQ AFSPC OPR for Airfield Management.

1.3.3.2. Publish this information in the AP/1.

1.3.4. (Peterson AFB Only). Refer to AFI 13-203 for AOF/CC responsibilities. AFI 13-203, paragraphs 1.1.1.2.5.3, 1.1.1.2.10, 1.1.1.2.11.2, 1.1.1.2.11.3 do not apply.

1.3.8. The 45 OSS/OSA, Patrick AFB, performs QAE duties on an “as-available” basis for Ascension, and Antigua airfields. The 21 OSS/OSA, Peterson AFB, provides the QAE for Thule AB airfield management.

1.3.8.2. Forward proposed PWS/SOW and changes that do not comply with Air Force and MAJCOM directives through appropriate channels to the HQ AFSPC Airfield Management OPR for approval. Provide information copies of all other PWS/SOW and changes to OPR for Airfield Management.

1.3.8.4. (Peterson AFB Only). The QAE performs in a primary airfield management position and is exempt from proficiency training requirements.

2.1.2. Submit waiver requests with justification through appropriate channels to the HQ AFSPC OPR for Airfield Management.

2.2.3. (Peterson AFB Only). The airfield manager establishes procedures to obtain RSC and/or RCR information on active runways and/or taxiways from city airport officials. RSC/RCR data for the military parking ramp is determined by military airfield management personnel.

2.2.5. (Peterson AFB Only). Refer to AFI 13-203 for AOB procedures.

2.2.7. Positive control will require all personnel working/driving on the airfield to receive training, briefing or escort prior to entering the airfield.

2.2.10. General officer decals may suffice for POV flight line passes. The vehicle driver must be flight line certified. Send current copy of the flight line driver training program through appropriate channels to the HQ AFSPC OPR for Airfield Management.

2.2.15.1. CAM briefs recent airfield management activities in support of the local BASH plan, any problems (base agency support/funding) encountered, BASH/animal responses, significant changes of wildlife on the airdrome and current FLIP entries regarding bird/animal cautions. As a minimum, the following BASH information will be published in the AP/1:

2.2.15.1.1. Local Bird Watch Condition Codes (BWC).

2.2.15.1.2. Restrictions, if any, to flying operations during each BWC.

2.2.15.1.3. Local BASH/WASH hazards, if applicable (e.g. seasonal hazards)

2.2.17. Obtain copies of waiver approvals from CE prior to start of construction.

2.3.1.1.6. AFSPC bases do not have aircraft arresting systems. When temporary aircraft arresting systems are installed to support specific missions, compliance with this paragraph is mandatory.

2.3.2. The number of airfield checks performed daily, with monthly totals, will be documented on a local office form. Maintain documentation for one year.

2.3.2.1.4. (Thule AB and Vandenberg AFB Only). When airfield night-time/evening lighting checks are not practical, day-time lighting checks are authorized. These checks will be done with airfield lighting set to maximum intensity.

2.6.1. Flight service section is the activation authority for the SCN. Submit waiver with justification through appropriate channels to the HQ AFSPC OPR for Airfield Management.

2.8.1. Units with FLIP requirements that are not IAW Section 4 of the NIMA Catalog of Maps, Charts, and Related Products must submit written justification for their requests to Chief of Airfield Management (see AFI11-201 for non-DoD FLIP products). All FLIP subaccount requirements will be revalidated annually. Command options listed in the NIMA Catalog of Maps, Charts, and Related Products is delegated to the Chief of Airfield Management.

3.3.2.3. (Thule AB Only). VHF only pilot-to-dispatch radio is authorized.

3.3.4. (Thule AB Only). U.S. military personnel will operate facilities and services to handle classified material at a location designated by the installation commander.

3.3.6. Maintain OIs and QRCs in separate binders.

3.5. As a minimum, a check of the flight planning room will be accomplished at the beginning of each shift to ensure the accuracy, currency and availability of required FLIPs, charts and forms.

3.6. Have RSC/RCR information readily available to aircrews for ramps and taxiways.

4.3.2.9. POV owners are responsible for returning POV passes to airfield management upon reassignment, separation, disposing of vehicle or when no longer needed for the controlled area access.

4.3.2.11. TDY personnel who do not possess a valid AF 483, Certificate of Competency must complete the base flight line training program.

4.3.3. The airfield management representative will coordinate with fleet management to attend VCO/VNCO meetings and brief flight line driving problems and procedures.

4.3.3.12. The practical day and night flight line driving training will emphasize hold-short markings, radio procedures, airfield signs and runway incursion/unauthorized entry prevention.

4.3.3.12.1. (Added) (Thule AB Only). Thule AB is exempt from conducting both day/night orientation/Training (Practical) when seasonal conditions prevents training. Individuals not receiving day or night orientation/training will have their AF 483s restricted. Personnel driving on a restricted AF 483 must receive the appropriate orientation/training prior to removing the restriction. This training will be documented IAW AFI 13-213, Attachment 3.

5.1.2. Patrick and Vandenberg AFBs are not required to maintain a decelerometer.

6.2.1.1. Installation commanders or a designated representative must notify, through appropriate channels, the OPR for Airfield Management of all PPR and OBO restrictions. Restrictions of less than 15 days may be approved by the installation commander. Restrictions exceeding 15 days require MAJCOM

approval and must reach the OPR for Airfield Management, through appropriate channels, least 7 days before the proposed implementation.

6.2.2.5. (Added) Installation commanders or a designated representative must notify HQ AFSPC/DOS of all planned airfield closures. Planned closures exceeding 72 hours require MAJCOM approval and must reach the OPR for Airfield Management, through appropriate channels, at least 7 days before the proposed closure date. Planned closures of 72 hours or less may be approved by the installation commander with an advisory sent through appropriate channels to the HQ AFSPC OPR for Airfield Management. Unplanned closures due to aircraft accidents, incidents or other unforeseen events will be reported to the MAJCOM according to AFSPCI10-202.

6.5.2. Send package to HQ AFSPC/DO. Package must include proposed operating procedures a letter from the Wing Commander addressing the areas in AFI 13-213. As a minimum, proposed operating procedures must address the areas listed below. Once approved, publish the operating procedures in the AOI.

Agencies authorized uncontrolled operations and the type of operations (i.e. Search and Rescue)

Procedures aircraft will follow

Responsibilities of all applicable agencies

Aircraft emergencies to include notification procedures

Airfield lighting control

Common Traffic Advisory Frequency (CTAF) to include when pilots are required to provide position reports

Overdue aircraft procedures

Security to include unauthorized landings IAW AFI 10-1001

Flight planning procedures to include obtainment of NOTAMs and weather

Ground vehicle operations, specifically runway operations

7.3.2.2. Send review results through appropriate channels to the HQ AFSPC OPR for Airfield Management. Provide justification for variances to the matrix in AFI 13-203.

8.7. (Added) (Peterson AFB Only). AOF/CC must establish a training review board IAW AFI 13-203.

8.7.1. (Added) The AOF/CC, CBO and Training manager must attend.

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